



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION  
MARINE CORPS BASE QUANTICO  
3250 CATLIN AVENUE  
QUANTICO, VIRGINIA 22134 5001

MCINCR-MCBQ 5216.2A  
B 013  
28 Mar 16

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE QUANTICO  
ORDER 5216.2A W/CH 1

From: Commander  
To: Distribution List

Subj: "BY DIRECTION" SIGNATURE AUTHORITY

Ref: (a) U. S. Navy Reg 1990  
(b) SECNAV M-5216.5  
(c) MCM, Par 1007.1

Encl: (1) List of Billets Authorized "By direction" Signature Authority

1. Situation. To promulgate instructions on authority for "By direction" signatures for Commander, Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ), per the references.

2. Mission. To publish a current list of billets authorized to sign correspondence "By direction" of the Commander, MCINCR-MCBQ.

3. Execution.

a. Commander's Intent. To maximize operational and administrative efficiency, "By direction" is the delegation of authority that will be used to limit the number of administrative levels for routine matters or actions that are unnecessary to forward to the Commander, MCINCR-MCBQ. Inherent to the delegation of this authority is the responsibility to ensure that action has been fully coordinated and reflects completed staff work, as necessary, and that judgement is exercised to ensure that actions of special interest are forwarded to the Chief of Staff, MCINCR-MCBQ for proper authentication.

b. Concept of Operations.

(1) Billet holders listed in enclosure (1) are authorized to sign correspondence "By direction" of the Commander with respect to routine matters pertaining to their primary tasks and duties, unless such authority is restricted or withdrawn by the individuals supervisor. This authorization will remain in effect unless revoked in writing.

(2) Correspondence may be signed "By direction" of the Commander as long as it does not pertain to the following:

- (a) Set or cancel policy (Chief of Staff, MCBQ can modify policy);
- (b) Change the command's missions that are addressed to higher authority;
- (c) Disapproval or non-concurrence of a subordinate request or Commander's recognition;
- (d) Discharge of individuals;

(e) Correspondence that, by law or designed by higher headquarters, must be signed by the Commander;

(f) Routine correspondence in response to the Offices of flag and general officers may be signed "By direction" only if the incoming correspondence was signed "By direction" and the reply thereto does not disapprove or deny any request contained in the correspondence from the flag or general officer;

(g) Matters pertaining to officers or potential officers;

(h) Final legal documents awarding punishment;

(i) Controversial subjects or matters that are otherwise potentially embarrassing or which might bring discredit upon the United States Government, Department of Defense and/or United States Marine Corps.

#### 4. Administration and Logistics

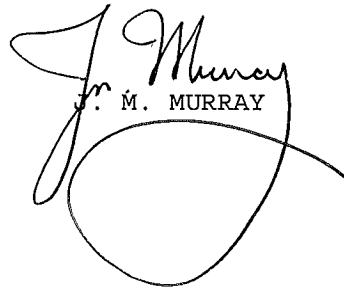
a. Copies of all correspondence signed "By direction" will be forwarded to the adjutant on a weekly basis for inclusion in the Commander's "By direction" binder and the command files.

b. Persons temporarily filling any of the billets listed in enclosure (1) are authorized "By direction" signature authority, but only for the temporary period for which they are assigned to the listed billet.

#### 5. Command and Signal

a. Command. This Order is applicable to personnel filling billets listed in enclosure (1).

b. Signal. This Order is effective the date signed.

  
J. M. MURRAY

Distribution: A

LIST OF AUTHORIZED "BY DIRECTION" SIGNATURE AUTHORITY

Office of the Commander

Chief of Staff (Authorized to sign by "Title" vice "By direction")  
Executive Assistant  
Staff Secretary

G-1, Manpower Division

Director, G-1 Manpower  
Deputy Assistant Chief of Staff, G-1  
G-1 Administrative Chief  
Adjutant  
Operation Analyst  
Security Manager  
Director, Civilian Manpower  
Freedom of Information Act/Privacy Act Manager

Installation Personnel Administration Center (IPAC) Director, IPAC

Deputy Director, IPAC  
Director, Quantico Identification Card Center  
Quality Assurance (QA) Officer  
QA Personnel Chief  
QA Personnel Technician Civilian  
Command Support Officer-in-Charge (OIC)  
Command Support Personnel Chief  
Outbound/Separations OIC  
Outbound/Separations Personnel Chief  
Outbound Permanent Change Station (PCS)/Permanent Change Assignment (PCA)  
Orders OIC  
Outbound PCS/PCA Personnel Chief  
Customer Service OIC  
Customer Service Personnel Chief  
Customer Service Personnel Specialist Civilian  
Customer Service Pay Technician Civilian  
Deployed Support (Spt)/Temporary Additional Duty (TAD) OIC  
Deployed Support (Spt)/Temporary Additional Duty (TAD) Personnel Chief  
Inbound OIC  
Inbound Personnel Chief  
Student Personnel OIC  
Student Personnel Chief  
The Basic School (TBS) Detachment Supervisor  
TBS Detachment Personnel Chief  
Human Resources Specialist Civilian

G-3, Operations Division

Assistant Chief of Staff, G-3 Operations

G-4, Logistics Division

Assistant Chief of Staff, G-4 Logistics

G-5, Facilities and Environment Division

Assistant Chief of Staff, Facilities and Environment Division

G-6, Communications Division

Assistant Chief of Staff, G-7 Plans

Marine Corps Community Services

Director, MCCS  
Deputy Director, MCCS

Comptroller  
Assistant Chief of Staff, Comptroller  
Deputy Assistant Chief of Staff, Comptroller

Business Performance Office (BPO)  
Director, BPO

Command Inspector General (CIG)  
Deputy CIG

Chaplain  
Command Chaplain

Regional Contracting Office  
Director, Regional Contracting Officer

Safety  
Director, Safety

Office of the Staff Judge Advocate (SJA)  
Deputy SJA  
Legal Administrative Officer

Public Affairs Officer (PAO)  
Public Affairs Officer